



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12630.1A
N12
7 AUG 03

COMNAVCRUITCOM INSTRUCTION 12630.1A

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND VOLUNTARY LEAVE TRANSFER PROGRAM

Ref: (a) Code of Federal Regulation Title 5 Section 630.901 (R)
through 630.913

Encl: (1) Applicant to Become a Leave Recipient Under the (R)
Voluntary Leave Transfer Program OPM 630 (June 2001)
(2) Request to Donate Annual Leave to Leave Recipient (R)
Under the Voluntary Leave Transfer Program OPM) 630-A
(June 2001)

1. Purpose. To revise procedural guidance and approval authority for the Voluntary Leave Transfer Program within the Navy Recruiting Command in accordance with reference (a).

2. Cancellation. COMNAVCRUITCOMINST 12630.1.

3. Responsibility

a. Civilian personnel desiring to participate in this (R)
program as a recipient must submit appropriate forms or applications to the prescribed approval authority using the forms found at www.opm.gov website. Headquarters Department Directors and Special Assistants, Region Commanders, District Commanding Officers and Commanding Officer, Navy Recruiting Orientation Unit must endorse Block 17 of the OPM 630 (Enclosure (1)) indicating their approval of the request. All applications for the Leave Transfer Program will be forwarded to N12 for processing. Program details are provided in reference (a) which is available from the Office of Personnel Management website www.opm.gov/oca/leave/HTML/vltpregs.htm. Civilian personnel who wish to donate their annual leave must submit OPM 630A (Enclosure (2)) to N12 for processing.

b. The Deciding/Approval Official for the Leave Transfer (R)
Program is the Director, Human Resources and Logistics Department (N1/N4).

c. Program management for the Voluntary Leave Transfer (R)
Program is the Civilian Liaison Office, N12. Any questions concerning the program should be directed to the program manager. The Civilian Personnel Liaison Office (N12) Customer Service Representatives will process approved leave donation requests through Defense Finance and Accounting Service (DFAS), maintain required records, and publish approved requests.

4. Forms. Required forms for Application and Donation are available for download from <http://www.opm.gov/>. Copies are provided in enclosures (1) and (2).

(R

/s/
P. E. DONAHUE
Deputy

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